

Mark & Emily Turner Memorial Library Board of Trustees Minutes  
April 12, 2007

The Mark & Emily Turner Memorial Library Board of Trustees met on Thursday, April 12, 2007 at 3:30 p.m. in the Library Multipurpose Room.

Trustees present: Chair Kevin Sipe, Treasurer Elaine Sipe, Judith Burleigh, Greg Curtis, Paul Hamlin, Nancy Roe, and Joseph Zubrick. Also present, Librarian and Ex-officio member Sonja Plummer-Morgan and Susan McPherson, Assistant Director. Spike Savage had an excused absence.

Kevin called the meeting to order at 3:30 p.m.

For the Secretary's Report, it was moved and unanimously approved to accept the Minutes as written and presented by Sue McPherson and the Librarian after the following corrections were made: correct spelling for City Solicitor's last name, add staff volunteered to work on Sundays and add that Nancy Roe requests UMPI Native American resources be linked from the new library Website.

For the Treasurer's Report, Elaine will prepare a handout for next month detailing expenses. Elaine presented a contract from Seacoast Security for the wireless duress pendants with a balance owed of \$345.64. Discussion followed regarding the length of time between the deposit paid (\$345.64 – ½ of the total price) and receiving the contract (dated 4/8/2007). Trustees dissatisfied, considers the pendants a security issue that needs correction and Kevin will draft a letter to Seacoast stating that it was their expectation that the pendants would have been installed before this time. Also discussed was the Contract between Caron's Lawncare services for 45 Second Street lawn area. It was moved and unanimously approved to continue and sign the contract between the Trustees and Caron's Lawn Care.

It was moved and unanimously approved to accept the Treasurer's Report as presented.

For the Librarian's Report, Sonja distributed copies of the Report, copies of the Trustee standards, the Electronic Access and Freedom to View Statements. The following items were discussed: Standards from MLA that pertain to Trustees, new audio version Playaways added to the collection, City's Comprehensive Plan, Annual Report to Maine State Library, circulation statistics, upcoming events, and the Newsletter. Discussion followed involving a request from Joe to have Internet Statistics in Excel Chart form representing usage over the past few years; Kevin read a letter of appreciation from Deputy State Librarian Linda Lord to Sonja for her involvement in the NMLD district consultant hiring committee and leadership as Chair for the NMLD Executive Board. The MLA standards and Statements will be placed on May's Agenda and the Librarian will create an Excel spreadsheet with statistics. It was moved and unanimously approved to accept the Librarian's Report as written and presented.

For Old Business, the Trustees discussed a presentation to the City Council regarding expansion plans. Also, when to submit to the Council the recommended changes to the Investment Policy. Nancy was in favor of keeping the Investment Policy separate from the Expansion presentation. Discussion followed, including when to submit Investment Policy and the importance of having a Trustee present to answer questions and the presentation format (PowerPoint, for instance). Sonja will check with the City Manager to see when the Trustees could get onto a Council Agenda.

For the non-resident fee item, Sonja distributed a copy of an article from the Lansing State Journal (April 10, 2007) called, "High Court Weighing Nonresidents' Rights to Check Out Library Books." Greg, as member of the appointed Nonresident Fee Committee stated that a meeting hasn't taken place as yet, but will report once information becomes available.

Plans for the Centennial Celebration next March 18, 2008 were discussed. Several ideas were presented including: book bags, guest speakers, bookmarks, postcards, personalized postage stamps, a personalized book, historical displays, and a cake designed in the shape of the library. Topic will be placed on the May Agenda.

Plans for a staff tea were discussed and a date of May 17, 2007 from 2:30 to 4:00 with a meeting held directly afterwards was decided. It was moved and unanimously approved to fund the Staff Appreciation Tea \$150.00. Nancy Roe, Judith Burleigh and Elaine Sipe will plan event.

Agenda items to include in May: Library Standards and accompanying Statements in need of adoption by the Trustees, Comprehensive Plan, and the Council presentation.

Trustees discussed a request from a City Employee that lives outside of Presque Isle to have her non-resident fee waived. Discussion followed about what perks are already offered to City employees (such as free pool access and forum access for ice skating and swimming), whether teachers in the district are afforded the same benefit and when, if approved, it would be effective. It was moved and unanimously approved to recommend to the City Council to waive the non-resident fee for City employees, effective upon approval of City Council.

For the Book Talk, Nancy Roe shared the book, Suite Francaise, Kevin shared various books on the subject of Benedict Arnold's trip up river to Quebec including Adapted Son and the Arundel book.

The next regularly scheduled Trustee meeting was scheduled for Thursday, May 17, 2007 at 4:00 p.m.

Motion to adjourn approved at 4:50 p.m.

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Attest: Nancy Roe, Secretary